

WORD PROCESSING II

Curriculum Content Frameworks

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WORD PROCESSING II

Grade Levels: 9, 10, 11, 12
Course Code: 492480

Prerequisite: Word Processing I

Course Description: Word Processing II is a one-semester course designed to provide students with competencies in word processing concepts. Emphasis is on production of business documents and applications, including formats, creating and maintaining files, repetitive documents, revising, and printing.

Table of Contents

| | Page |
|--------------------------------------------|------|
| Unit 1: Customizing Documents | 1 |
| Unit 2: Alphabetic and Numeric Information | 2 |
| Unit 3: Business Forms | 3 |
| Unit 4: Merging | 4 |
| Unit 5: Graphics | 5 |
| Unit 6: Advanced Word Processing Features | 6 |
| Unit 7: Web Design | 7 |
| Glossary | 8 |

Unit 1: Customizing Documents

Hours: 10

Terminology: Columns, Em dash, Hard/Nonbreaking space, Special characters, Style, Style library, Template

| CAREER and TECHNICAL SKILLS What the Student Should be Able to Do | | ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce | | |
|----------------------------------------------------------------------|---------------------------------------------------------------------------------|------------------------------------------------------------------------|----------------------|---------------------------------------------------------------------------------------------|
| Knowledge | Application | Skill Group | Skill | Description |
| 1.1 Explain a style | 1.1.1 Define and apply a style | Foundation | Listening | Comprehends ideas and concepts related to style libraries [1.2.1] |
| | 1.1.2 Create a custom style | | | Listens to follow directions [1.2.6] |
| | | | Writing | Composes and creates document -- letters, manuals, reports, proposals, graphs, etc. [1.6.8] |
| | | Thinking | Knowing how to Learn | Applies new knowledge and skills to create style libraries [4.3.1] |
| 1.2 Explain templates | 1.2.1 Create a document using a template | Foundation | Listening | Listens for content [1.2.3] |
| | 1.2.2 Edit a template | | Reading | Applies/Understands technical words that pertain to subject [1.3.6] |
| | | | | Prepares a complex document in a concise manner [1.6.12] |
| 1.3 Explain columns | 1.3.1 Format a document with columns | Foundation | Listening | Comprehends ideas and concepts related to columns [1.2.1] |
| | 1.3.2 Hard/Nonbreaking spaces | | | |
| | 1.3.3 Explain hyphenation | | Reading | Applies information to new situations [1.2.5] |
| 1.4 Explain hard spaces/ nonbreaking spaces, hyphenation | 1.4.1 Apply hard spaces/nonbreaking spaces, hyphenation | Thinking | Reasoning | Sees relationship between two or more ideas, objects, or situations [4.5.5] |
| 1.5 Explain special characters | 1.5.1 Prepare document using special characters (em dash, ©, ®, ellipsis...) | Foundation | Writing | Uses technical words and symbols [1.6.20] |

Unit 2: Alphabetic and Numeric Information

Hours: 5

Terminology: Cell, Row, Sorting, Table

| CAREER and TECHNICAL SKILLS What the Student Should be Able to Do | | | ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce | | |
|----------------------------------------------------------------------|-------------|--------------------------------------------------------------------------|------------------------------------------------------------------------|-------------------|------------------------------------------------------------------|
| Knowledge | Application | | Skill Group | Skill | Description |
| 2.1 Explain procedures for sorting | 2.1.1 | Perform an alphabetic and numeric sort in ascending and descending order | Foundation | Learning | Comprehends ideas and concepts related to math functions [1.2.1] |
| | | | Thinking | Creative Thinking | Creates new designs by applying specific criteria [4.1.3] |
| 2.2 Analyze basic table parts | 2.2.1 | Create a table | Foundation | Listening | Listens to follow directions [1.2.6] |
| | 2.2.2 | Format a table with borders and fill | Thinking | Creative Thinking | Creates new designs by applying specific criteria [4.1.3] |
| | 2.2.3 | Format cells, merge/join cells, split cells | | | |
| | 2.2.4 | Insert/delete rows and columns | | | |

Unit 3: Business Forms

Hours: 10

Terminology: Online business forms, Printed business forms, Scanned business forms, Scanning

| CAREER and TECHNICAL SKILLS What the Student Should be Able to Do | | | ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce | | |
|----------------------------------------------------------------------|------------------------------------------|-----------------------------------------------|------------------------------------------------------------------------|----------------------|-------------------------------------------------------------------------------------------|
| Knowledge | | Application | Skill Group | Skill | Description |
| 3.1 | Explain business forms (printed, online) | 3.1.1 Create a business form | Foundation | Listening | Comprehends ideas and concepts related to complex business forms [1.2.1] |
| 3.2 | Explain the scanning process and forms | 3.2.1 Scan a document into an electronic file | Foundation | Listening | Comprehends ideas and concepts related to scanning [1.2.1] |
| | | | Thinking | Knowing how to Learn | Listens to follow directions [1.2.6] |
| | | | | | Applies new knowledge and skills to scanning [4.3.1] |
| | | | | | Locates appropriate learning resources to acquire or improve knowledge and skills [4.3.3] |
| | | | | | Uses available resources to apply new skills [4.3.6] |
| | | | | Reasoning | Comprehends ideas and concepts related to complex tables [4.5.2] |

Unit 4: Merging

Hours: 10

Terminology: Data source file, Form file, Mail merge, Main document, Merge

| CAREER and TECHNICAL SKILLS What the Student Should be Able to Do | | | ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce | | |
|----------------------------------------------------------------------|-------------|----------------------------------------------------------------|------------------------------------------------------------------------|----------------------|-------------------------------------------------------------------------------------------|
| Knowledge | Application | | Skill Group | Skill | Description |
| 4.1 Explain merge procedures and applications | 4.1.1 | Create a form file/main document | Foundation | Speaking | Communicates a thought, idea, or fact in spoken form [1.5.5] |
| | 4.1.2 | Create a data source file | Thinking | Reasoning | Comprehends ideas and concepts related to merging [4.5.2] |
| | 4.1.3 | Merge a form and data file | | | |
| 4.2 Explain other merges | 4.2.1 | Create a table data file | Thinking | Knowing how to Learn | Locates appropriate learning resources to acquire or improve knowledge and skills [4.3.3] |
| | 4.2.2 | Merge a table data file | | | |
| 4.3 Explain other applications of merges | 4.3.1 | Create supplemental merge documents (memos, envelopes, labels) | Foundation | Reading | Comprehends written specifications, and applies them to a task [1.3.9] |
| | | | Thinking | Knowing how to Learn | Uses available resources to apply new skills [4.3.6] |

Unit 5: Graphics

Hours: 5

Terminology: Drawing tools, Exporting, Graphics, Importing, Joint Photographic Group(JPG), Watermark

| CAREER and TECHNICAL SKILLS What the Student Should be Able to Do | | ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce | | |
|----------------------------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------|-------------------|-----------------------------------------------------------------------------|
| Knowledge | Application | Skill Group | Skill | Description |
| 5.1 Explain graphics | 5.1.1 Insert a graphic | Foundation | Reading | Applies information to new situations [1.3.5] |
| | 5.1.2 Manipulate a graphic (move, size, rotate) | | | Identifies relevant details, facts, and specifications [1.3.16] |
| | 5.1.3 Wrap text around a graphic | | Writing | Applies/Uses technical words and concepts [1.6.4] |
| | 5.1.4 Insert a watermark | | | Composes and creates documents [1.6.8] |
| | 5.1.5 Create a document using drawing tools | | | Organizes information in an appropriate format [1.6.10] |
| 5.2 Explain procedures for scanning graphics | 5.2.1 Scan a graphic | Thinking | Creative Thinking | Uses imagination to create something new [4.1.1] |
| | | Personal Management | Responsibility | Comprehends ideas and concepts related to scanning [3.4.2] |
| | | Thinking | Reasoning | Sees relationship between two or more ideas, objects, or situations [4.5.5] |

Unit 6: Advanced Word Processing Features

Hours: 10

Terminology: Bookmark, Index, Macro, Password, Table of contents

| CAREER and TECHNICAL SKILLS What the Student Should be Able to Do | | ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce | | |
|----------------------------------------------------------------------|--------------------------------------------------|------------------------------------------------------------------------|------------------------------|-------------------------------------------------------------------------------------------|
| Knowledge | Application | Skill Group | Skill | Description |
| 6.1 Explain passwords | 6.1.1 Demonstrate how to password protect a file | Personal Management | Integrity/Honesty/Work Ethic | Describes/Explains significance of integrity, honesty, and work ethic [3.2.4] |
| | | | Responsibility | Sets high standards for self in completion of a task [3.4.9] |
| 6.2 Explain bookmarks | 6.2.1 Prepare a document with bookmarks | Thinking | Knowing how to Learn | Locates appropriate learning resources to acquire or improve knowledge and skills [4.3.3] |
| 6.3 Explain table of contents | 6.3.1 Create a table of contents | Foundation | Writing | Organizes information in an appropriate format [1.6.10] |
| 6.4 Explain index | 6.4.1 Create an index | Foundation | Writing | Organizes information in an appropriate format [1.6.10] |
| | | Thinking | Creative Thinking | Creates new designs by applying specified criteria [4.1.3] |
| 6.5 Explain macros | 6.5.1 Record a macro | Foundation | Reading | Identifies relevant details, facts, and specifications [1.3.16] |
| | 6.5.2 Run/Play a macro | Thinking | Creative Thinking | Combines ideas or information in a new way [4.1.2] |

Unit 7: Web Design

Hours: 10

Terminology: E-mail, Hyperlink, Hypertext Markup Language (HTML), Web

| CAREER and TECHNICAL SKILLS What the Student Should be Able to Do | | ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce | | |
|----------------------------------------------------------------------|-------------------------|------------------------------------------------------------------------|-------------------|-----------------------------------------------------------------------------|
| Knowledge | Application | Skill Group | Skill | Description |
| 7.1 Explain Web publishing tools | 7.1.1 Create a Web page | Foundation | Reading | Applies information to new situations [1.3.5] |
| | 7.1.2 Create hyperlinks | | | Identifies relevant details, facts, and specifications [1.3.16] |
| | | | Writing | Applies/Uses technical words and concepts [1.6.4] |
| | | | | Composes and creates documents [1.6.8] |
| | | Thinking | Creative Thinking | Organizes information in an appropriate format [1.6.10] |
| | | | Reasoning | Uses imagination to create something new [4.1.1] |
| | | | | Sees relationship between two or more ideas, objects, or situations [4.5.5] |

Glossary

Unit 1: Customizing Documents

1. Columns – the vertical arrangement of information
2. Em dash – a symbol that is used to join two related phrases; it is the longest dash you can key
3. Hard/Nonbreaking space – a space used between two words or word parts that are not to be separated at the end of the line
4. Special characters – symbols that cannot be found on a standard keyboard
5. Style – a set of formatting instructions applied to text
6. Style library – a collection of available styles
7. Template – a file that contains page and paragraph formatting and text that you can customize to create a new document similar to, but slightly different from, the original

Unit 2: Alphabetic and Numeric Information

1. Cell – the intersection of a row and a column filled with text
2. Row – a horizontal arrangement of information
3. Sorting – a process of arranging data in a set order
4. Table – an arrangement of data in rows and columns; similar to a spreadsheet

Unit 3: Business Forms

1. Online business forms – computerized versions of the paper forms used in the business world
2. Printed business forms – paper forms used in the business world
3. Scanned business forms – paper forms used in the business world that are scanned into electronic forms
4. Scanning – a process used to capture images that are saved in graphic format for displaying on a computer

Unit 4: Merging

1. Data source file – a collection of information to be merged with a form document; often the data source contains names, addresses, telephone numbers, etc., of customers or clients
2. Form file – the shell document or file used in a merge that contains the standard text to be merged with the data source
3. Mail merge – combining a document with information that personalizes it
4. Main document – the document with information that does not change in a form letter
5. Merge – to combine or unite with something to form a single entity

Unit 5: Graphics

1. Drawing tools – features used to create shapes
2. Exporting – converting data from a computer program into a form suitable for use by a different program
3. Graphics – the art and science of storing, manipulating, and displaying computer data in the form of pictures, diagrams, graphs, or symbols
4. Importing – transferring data from one location to another in a computer or from one computer to another in a computer network, especially when a change of format is required
5. Joint Photographic Group (JPG) – a graphic file format for encoding high-resolution graphic images as computer files for storage and transmission
6. Watermark – a picture or graphic image that appears faintly behind text in a document

Unit 6: Advanced Word Processing Features

1. Bookmark – an assigned location in a document
2. Index – a list of words and phrases that provides a guide for reference within the document
3. Macro – a collection of key strokes that are accumulated because they are used together frequently; used to simplify and automate repeated sets of commands
4. Password – assigning a word to a document that prevents others from opening or modifying the file
5. Table of contents – a list that provides a guide to the contents of a document and their locations

Unit 7: Web Design

1. E-mail – a message sent electronically
2. Hyperlink – underlined and colored text that links you to a different location on your document or to an external location, such as a different Web page
3. Hypertext Markup Language (HTML) – the commands needed to format documents for the Internet
4. Web – an application that makes use of the Internet; the Internet can exist without the Web, but the Web cannot exist without the Internet